



March 20, 2009

JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: *RESEARCH PROGRAM SPECIALIST I*

TENURE/TIME BASE: *18-MONTH LIMITED TERM/ FULL TIME*

BUREAU/SECTION: *CALIFORNIA CULTURAL & HISTORICAL ENDOWMENT*

MONTHLY SALARY: *\$4833 - \$5874*
(salary will be adjusted accordingly to comply with furlough program)

The Research Program Specialist I position is part of the California Cultural and Historical Endowment, a statewide grant making entity that awards and administers bond funding to various projects that preserve and protect California's heritage, by telling the stories of California as a unified society and of the many groups of people that together comprise historic and modern California. The incumbent will support a portfolio of projects in their planning and implementation.

DUTIES:

- Independently perform the more complex research to support planning, development, and implementation of programs to obtain sources of funding for the Endowment, including federal grants, private donations, royalties, subventions, etc. and provide expert consultative services and practical solutions to project implementation challenges to ensure compliance with the appropriate rules and regulations.
- Provide the more complex technical research and statistical analysis to support the planning and execution of research programs in the areas of cultural resource preservation, financial resource development, and enhancement of California Museums.
- Review and approve project progress reports, invoices, and grant close-out packages and maintain regular communication with funded projects to ensure that progress toward completion occurs; maintain complete and orderly grant project database and paper files.
- Assess alternatives and options to assist and enhance the services of California's museums and of other grantee institutions that undertake cultural projects in previously underserved communities.
- Develop contacts within the historic and cultural resource preservation communities.

- Prepare for Board review, staff recommendations on specific projects in his/her portfolio and publicly presents project overviews and recommendations to the Board.
- Participate in meetings of the Endowment Board, public advisory group, and other public hearings as necessary.
- Organize research seminars, forums, and panels.
- Interact with elected officials (state, local, and municipal) and their staff and with diverse cultural groups on budgetary and programmatic elements of funded projects.
- Follow development in the area of cultural and historic preservation through contacts and appropriate readings.

DESIRABLE QUALIFICATIONS:

- Ability to work both independently and in a team environment.
- Communicates thoughts clearly, orally and in writing.
- Ability to work effectively with State employees, legislative staff, media, genealogists, historians, support staff, supervisors, volunteers, and board members.
- Demonstrates a positive and friendly outlook when dealing with internal and external contacts.

Knowledge and Experience:

- Knowledge of basic grant making processes and procedures.
- Knowledge of California history, culture, and geography.
- Knowledge of organizational structures and their decision making processes.
- Ability to communicate effectively in writing and orally, including in public, high visibility settings.
- Ability to interact appropriately and effectively with elected officials and their staff.
- Ability to evaluate situations accurately and take appropriate action in a timely manner.
- Ability to work on multiple projects simultaneously and keep information well organized.
- Ability to use computers, including spreadsheet and database applications and internet-based applications.
- Ability to learn new procedures and apply them correctly.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until the position is filled.** ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. **Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER